

STATE OF CALIFORNIA

CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

**Base Year Diversion Tonnage Correction Request Certification  
Revised (03/02)**

To request a correction to a previously approved base-year diversion amount used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

**California Integrated Waste Management Board  
Office of Local Assistance (MS - 25)  
1001 I Street  
PO Box 4025 (mailing address)  
Sacramento, CA 95812-4025**

**General Instructions:**

The shaded cells on these sheets are protected. If you have problems using these sheets, please contact your Office of Local Assistance representative.

Section I: Jurisdiction Information and Certification			
<i>All respondents must complete this section.</i>			
I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:			
Jurisdiction Name <b>Capitola</b>		County <b>Santa Cruz</b>	
Authorized Signature		Title	
Type/Print Name of Person Signing	Date <b>7/10/2002</b>	Phone (    ) Include Area Code	
Person Completing This Form (please print or type)		Title	
Affiliation:			
Mailing Address	City	State	ZIP Code
E-Mail Address			

## Section II: Information for Correction of Existing Base Year Diversion Tonnage

**Note: New base years must can only be modified for three years from the Board approved base year.**  
**Attach additional sheets if necessary—reference each response to the appropriate cell number (e.g., 4).**

**Note: New base years must be representative of a jurisdiction's disposal and diversion.**

<b>1. Current Board-approved existing base-year:</b>	<b>2a. Increased or decreased diversion tons requested:</b>
1999	680 tons
	<b>2b. Existing Board-approved base year diversion</b>
	8910 tons

**3. Document your proposed base year modification method:**

☒ Board-approved method from the March 26, 1997 "Agenda Item 32" list.\* (Include name of method below.)

☐ Board-approved method from the November 5, 1998 "Agenda Item 8" ["LA Fix" method].\*

☐ Proposed method is not currently Board-approved. (Explain the method in detail below.)

\* If you need a copy of either agenda item, contact your Office of Local Assistance representative.

When it was determined by the Board that the conversion factor for thrift stores in the Final Draft of the Diversion Study Guide was inaccurate, the City chose not to include its thrift store tonnage because they used this conversion factor in their earlier estimations. They chose instead to conduct an independent local study for their area thrift stores (documenting by material type), as well as other previously missed diversion tonnage, and correct their 1999 new base year.

**4. Enter diversion rate information below.**

<b>Diversion rate calculated using existing base year</b>	<b>a. 42 %</b>	<b>Diversion rate calculated using corrected base year data</b>	<b>b. 44 %</b>
<b>For existing base year pounds/person/day based on generation</b>	10.4	<b>For corrected base year pounds/person/day based on generation</b>	10.7
<b>Residential generation 42 %</b>	<b>Non-Residential generation 58 %</b>	<b>Residential generation 41% %</b>	<b>Non-Residential generation 59% %</b>
<b>Population existing generation-based study</b>	11150	<b>Population new generation-based study</b>	11150

**5. If there is an increase from 4a to 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide any examples e.g., change in jurisdiction's demographics.**

The approved base- year did not include thrift store tonnage. This correction includes data gathered from an independent local study for area thrift stores, as well as other missed diversion activities.

**6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)**

Not applicable. The difference is 2%.

7. Existing Board-approved New Base year (enter values):		89'0	12304	21214
		Diversion	Disposal	Generation (Div)*(Disp)=Gen

documentation, if requested) Include type of record and location—for example, weight tickets from transfer stations. This section should capture all new diversion tonnage being proposed (sheet will perform all addition calculations). If any diversion is from restricted wastes, (agricultural wastes, inert solids [e.g., concrete, asphalt, dirt], white goods, and scrap metal) please identify those programs/waste types and fill out Section 10. Please mark as Attachment 8 all copies of survey sheets.

\*Please provide detailed non-residential waste audit information in Table 9.

Note: The Board has indicated that it will be scrutinizing total source reduction amounts greater than 5% of total generation. Please be prepared to provide additional details substantiating your claim.

Diversion Activity	Actual Tons	Relative Percent to Total Generation	Specific Material Type(s) (list operation with multiple materials in one box)	Specific Conversion Factor Used (if any)	Type of record and location of record	Explanation for Deduction
<b>Residential Source Reduction Activities:</b>						
Backyard Composting		0.0%				
Grasscycling		0.0%				
<b>Other Residential Source Reduction (list each program separately)</b>						
Enter program name		0.0%				
Enter program name		0.0%				
Enter program name		0.0%				
Enter program name		0.0%				
Subtotal Residential Source Reduction	0	0.0%				
<b>Residential Recycling Activities</b>						
Curbside Recycling						
Buyback Centers						
Drop-off Centers						
<b>Other Residential Recycling (list each program separately)</b>						
Enter program name						
Enter program name						
Enter program name						
Enter program name						
Subtotal Residential Recycling	0	0.0%				

Diversion Activity	Actual Tons	Relative Percent to Total Generation	Specific Material Type(s) (list operation with multiple materials in one box)	Specific Conversion Factor (used if any) and Source	Type of record and location of record	Explanation for Deduction
Please use the Board's program types. The program type glossary is online at: <a href="http://www.ci.wmtn.ga.gov/SCentral/Pans/COdes/index.cfm">www.ci.wmtn.ga.gov/SCentral/Pans/COdes/index.cfm</a>						
(A) (Actual Generation)						
<b>Residential Composting Activities</b>						
Green Waste Drop-off						
Curb-side Green Waste						
Christmas Tree Program						
<b>Other Residential Composting (list each program separately)</b>						
Enter program name						
Enter program name						
Enter program name						
Enter program name						
Subtotal Residential Composting	0	0.0%				
Subtotal Residential Diversion	0	0.0%				
<b>Non-Residential Source Reduction</b>						
<b>Activities:</b>						
Non-Residential Waste Audits*	433	2.0%	See Section 9	See Section 9	See Section 9	See Section 9
<b>Other Non-Residential Source Reduction (list each program separately)</b>						
Enter Program name						
Enter Program name						
Enter program name						
Enter program name						
Enter program name						
Subtotal Non-Residential Source Reduction	433	2.0%				
<b>Recycling</b>						
Non-Residential Waste Audits*	218	1.0%	See Section 9	See Section 9	See Section 9	See Section 9
<b>Other Non-Residential Recycling (list each program separately)</b>						
Enter program name						
Enter program name						
Enter program name						
Enter program name						
Subtotal Non-Residential Recycling	218	1.0%				

Diversion Activity	Actual Tons (A)	Relative Percent to Total Generation (A/Total Generation)	Specific Material Type(s) (list operation with multiple materials in one box)	Specific Conversion Factor/Use(s) if any and Source	Type of record and location of record	Explanation for Deduction
Non-Residential Composting Activities						
Non-Residential Waste Audits*						
Other Non-Residential Composting (list each program separately)						
Enter program name						
Enter program name						
Enter program name						
Enter program name						
Subtotal Non-Residential Composting	0	0.0%				
Subtotal Non-Residential Diversion	651	3.0%				
Residential/Non-Residential Diversion Activities						
ADC						
Sludge						
Scrap metal						
Construction and demolition						
Landfill salvage						
Subtotal Residential/Non-Residential diversion	0	0.0%				
Total Res/Non-Res Source Reduction Tons	433	2.0%				
Existing Board-approved Diversion Tons (from Sec.7)	8910					
Total Base Year Correction Diversion Tons	651	3.0%				
Total Corrected Diversion	9561	43.7%				
Total Disposal Tons from Sec.7	12304	97.0%				
Total Generation Tons (Div+Dis)	21865					
Diversion Rate						
	44%					

### 9. Specific Non-Residential Sector Waste Audits-Top 10 Non-Residential Generators

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately from largest to smallest, based on total diversion tons. Audit reference number ties to your audit sheets.

**(Sheet will perform all addition calculations).**

Please provide an attachment 9 which includes all of the generators surveyed. Include for each generator (use type of generator in lieu of specific business name) diversion activity and material type and associated tonnage for each diversion activity/material type, and applicable conversion factors/sources. Include copies of survey sheet(s) used.

**Not applicable if not using business audits.**

Type of Non-Residential Generator	Audit Reference Number	Specific/Major Diversion Activities (e.g. paper recycling, grasscycling). (List activities on one line)	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Generation (Total Diversion Tons/Total Generation In Section 8)	Survey Method Phone (P) Mail (M) On-site (O) Other ____
Department Store	S-99-05	Recycling of cardboard and plastic. OCC reuse.	180	30		209.46	1.0%	
Thrift Store	A-99-03	Source reduction of thrift store items.	130			130	0.6%	
Thrift Store	A-99-05	Source reduction of thrift store items.	98			98	0.4%	
Hardware Store	A-99-02	Recycling of cardboard and paper. Paper reuse.	0	83		82.93	0.4%	
Department Store	A-99-01	Recycling of cardboard and plastic. Source reduction of plastic.	2	69		71.4	0.3%	
Sporting Good Store	S-99-03	Recycling of cardboard and plastic. Source reduction of OCC and textiles.	3	35		38.4	0.2%	
Auto Repair	S-99-01	Tire recycling		36		36.4	0.2%	
Thrift Store	A-99-04	Source reduction of thrift store items.	9			9	0.0%	
Sporting Good Store	S-99-04	OCC reuse	3			3	0.0%	
Book Store	S-99-02	Book Donations	1			1	0.0%	
<b>Totals</b>			<b>425.62</b>	<b>253.97</b>		<b>679.59</b>	<b>3.1%</b>	

Summarize the non-residential diversion activities for the top 10 generators quantification methodology, and applicable conversion factors and sources (e.g., cardboard recycling: quantified by monthly tonnage receipts provided by the contact person at the business).

**cardboard recycling** -- Business S-99-05 -- Three cubic yards per day at 50 lbs per cubic yard. Business A-99-02 -- Seven bales per week at 450 lbs per bale. Business A-99-01-- Three cubic yards per week at 400 lbs per cubic yard. Business S-99-03 -- Five cubic yards per week at 400 lbs per cubic yard.

**plastic recycling** -- Business S-99-05 -- Ten 33-gallon bags per day at 50 lbs per cubic yard. Business A-99-01-- 45 gallon bags at 90 bags per week at 10 lbs per bag. Business S-99-03 -- One cubic yard every other week at 32 lbs per cubic yard.

**cardboard reuse** -- Business S-99-05 -- 450 boxes per day @ 2.2 lbs per box (reuse activity higher than recycling of cardboard). Business S-99-03 -- 18 large boxes per week at 4 lbs per large box. Business S-99-04 -- 25 large boxes per week at 4 lbs per large box.

**thrift store items source reduction** -- Business A-99-03, A-99-04, and A-99-05 -- An on-site survey was conducted to determine total number of items. CIWMB conversion factors were applied by material type. Restricted waste amounts listed in the study were deducted.

**textile reuse** -- Business S-99-03 -- 200 lbs per year of clothing is donated to local schools and churches in the area.

**paper recycling** -- Business A-99-02 -- actual weight.

**paper reuse** -- Business A-99-02 -- amount saved through bulletin board use and e-mails for 125 employees for a total of 0.03 tons per year at 5 lbs per ream.

**plastic source reduction** -- Business A-99-01 -- Business estimate of the amount of bubble wrap and foam puffs reused at 14 tons per year.

**tire recycling** -- Business S-99-01 -- 70 tires per week at 20 lbs per tire.

**book donations** -- Business S-99-02 -- Business estimate of one ton of book donated yearly.



August 20-21, 2002

Attachment 2b

10. For each restricted waste type (i.e., agricultural waste, inert solids, [e.g., concrete, asphalt, dirt, etc.] scrap metals and white goods [PRC Section 41781.2]) and associated program, please provide the following information:

a. If the diversion program started on or after January 1, 1990, complete the following table.

**Note:** program name refers to one specific diversion program for that waste type; (e.g., diversion conducted by City Public Waste Department).

Restricted Waste Type	Specific Program Name	Year Started	Tonnage
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			

b. If the diversion program started before January 1, 1990 - and if documentation on the program and waste type has not been approved by the Board - on a separate sheet marked "Attachment 10b," give the program and waste type, and provide documentation that indicates:

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion (PRC sec. 41781.2 [c] [1]).

- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. **Note:** this criterion is applicable to the entire jurisdiction, not to individual programs (PRC sec. 41781.2 [c] [2]). Please include documentation.

- The jurisdiction is implementing, and will continue to implement, the diversion programs in its Source Reduction and Recycling Element.

**Note:** If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 10b for that waste type and program.

Instead, please provide date of Board approval of previous submitted information.)

\_\_\_\_\_ (Date)

If documentation is not available, go to 11d.

c. If the diversion program started before January 1, 1990, and the documentation requested in 10b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New Base Year or Reporting Year Diversion Tonnage
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		

d. If the diversion program started before January 1, 1990, and the documentation requested in 10b is not available, please complete the table below for each program claimed. (**Note:** Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.)

Restricted Waste Type	Specific Program name	New Base Year or Reporting Year Tonnage	1990 Diversion Tonnage	Difference
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				



**Business Audit Diversion for the City of  
Capitola**

[illegible]

A-99-01	Department Store	Recycling	OCC	3 cu yd	weekly	400 lbs/cubic yd	28	28	45.5
		Recycling	Alum	0.1 tons	annually		0.1	0.1	0.1
		Recycling	Glass	0.4 tons	annually		0.4	0.4	0.4
		Recycling	Plastic	35 tons	annually		35	35	23.4
		Source Red	Pallets	2 tons	annually		2	2	0
		Source Red	Plastic	14 tons	annually		14	14	14
	Subtotal (Tons)								
S-99-03	Sporting Goods	Recycling	OCC	5 cu yd	weekly	400 lbs/compacted cy	49	49	35.1
		Recycling	Plastic	1 cu yd	bi-weekly	32 lbs/cu yd uncompacted	0.3	0.3	0.3
		Source Red	OCC	18 lg boxes	weekly	4 lbs/lg box	2	2	2
		Source Red	Textiles	200 lbs	monthly		1	1	1
	Subtotal (Tons)								
S-99-01	Auto Repair	Source Red	Tires	25 tires	weekly	lbs/tire - average of 20 lbs/tire for cars and 60 lbs/tire for trucks.	26	26	36.4
	Subtotal (Tons)								
S-99-02	Book Store	Recycling	Plastic	1 32 gal ba	weekly	2 lbs/33 gal	0.04	0.04	0.04
		Source Red	Paper	1 tons	annually		1	1.2	1.2
	Subtotal (Tons)								
A-99-04	Theft Store	Source Red	Textiles	9 tons	annually		9	9	9
	Subtotal (Tons)								

